

# Executive Committee of the OPSC Board of Directors Meeting Minutes

June 9, 2023 | 10:30 – 11:00 a.m. | Virtual Meeting

| Attendees                   |  | Present                             | Virtual                  | Absent                   |
|-----------------------------|--|-------------------------------------|--------------------------|--------------------------|
| Executive Committee Members | Judy Marvin ( <i>Chair</i> , Health Insurer)               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                             | Mary Engrav ( <i>Vice-chair</i> , Health Insurer)          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                             | Leah Mitchell ( <i>Treasurer</i> , Hospital Administrator) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OPSC Staff                  | Valerie Harmon (Executive Director)                        |                                     |                          |                          |
|                             | Stephanie Warren (Program Assistant)                       |                                     |                          |                          |
|                             | Megan Deardorff (Finance Manager)                          |                                     |                          |                          |
| Guests                      | Jessica Sands ( <i>Consultant</i> )                        |                                     |                          |                          |

## Agenda Items

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|---|---|
| Convene Meeting<br>Judy Marvin, Chair   | Judy Marvin called the meeting of the Executive Committee (EC) of the Oregon Patient Safety Commission (OPSC) Board of Directors to order at 10:30 a.m.   |
| Approve Minutes<br>Judy Marvin, All   | <p>Judy Marvin requested that the EC approve the EC meeting minutes from April 11, 2023.</p> <p><b>Action Item: Approve April 11, 2023, Meeting Minutes</b></p> <ul style="list-style-type: none"> <li>• <b>Motion:</b> Leah Mitchell moved to approve the April 11, 2023, meeting minutes and Mary Engrav seconded.</li> <li>• <b>Vote:</b> Judy Marvin called for a vote to approve the April 11, 2023, EC meeting minutes and conducted a roll call vote. Mary Engrav, Judy Marvin, and Leah Mitchell voted in favor. The motion passed.</li> </ul>    |
| Review OPSC Board of Directors Meeting Agenda and Action Items<br>Valerie Harmon, Executive Committee | <p>The EC members reviewed the agenda and action items for the June 13, 2023, OPSC Board meeting. The discussion included:</p> <ul style="list-style-type: none"> <li>• Welcome, Roll Call, and Public Comment and Review Agenda, Approve Minutes, Acknowledge Receipt of Consent Agenda Materials</li> <li>• Patient at the Center               <ul style="list-style-type: none"> <li>○ OPSC is adding this agenda item back to board meetings.</li> <li>○ Valerie Harmon will present this item.</li> </ul> </li> <li>• Treasurer’s Report</li> </ul> |

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- Board Membership Update
    - Extra time has been scheduled for introductions
    - Two new board members: Erin Sprando and Hollie Caldwell
    - Board candidate nominations and officer elections
      - Treasurer Leah Mitchell’s second term is ending September 30, 2023
      - Jessica Morris interested in Treasurer position
      - Bob Dannenhoffer interested in Chair position
      - EC members discussed Chair transition timeline, plan according to biennium (July 1, 2023)
  - Executive Director’s Report
  - Patient Safety Reporting Program Annual Report Review and Feedback
  - Early Discussion and Resolution Outreach Strategy Update
  - EDR Data Strategy Recommendations
  - Upcoming Board Meeting Topics and Adjourn
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Investment Activities Update

Valerie Harmon, Megan Deardorff, and Jessica Sands, CFO Solutions

**Investment Transfer Procedure Development**

- OPSC will review accounts at least monthly.
- Transfer will occur as needed based on review.
- Keep an average 3-month operating cash in checking.
- Transfers will not exceed \$1 million.
- Treasurer will be notified in advance of transfer and provided a supporting report. OPSC will send EC members confirmation of transfer and new balances once complete.

**Executive Committee Discussion**

EC members agreed that the investment transfer procedure reflected their expectations discussed in the last meeting and appreciated the transparency and increased awareness provided by the outlined process.

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Adjourn

Judy Marvin

The meeting was adjourned at 10:59 a.m. Any updates to the meeting schedule will be available on the [Our Governance page](#) of the OPSC website.

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